

Parent Checklist for Certified Family Day Care Providers

Parent Responsibility

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

As a parent you must give the provider a current report of a physical examination to have on file for each child, as follows:

For a child under two years of age, a report of a physical examination conducted not more than six months prior to nor later than three months after the child is admitted, and a follow-up health examination at least once every six months after admission.

For a child two years of age or older, a report of a physical examination conducted not more than two years prior to nor later than three months after the child is admitted.

The physical examination report shall be signed and dated by a licensed physician, a physician's assistant or a health care provider.

You must give the provider a written record verifying that each child in care has been immunized. The provider may administer medication to a child only in accordance with written and signed permission from the child's parent.

Complaint Procedure for County/Tribal Certified Day Care

Complaints shall be directed to Social Intake, day care certifier or day care worker by telephone or (preferably) by letter. The appropriate county/tribal department shall investigate the complaint. If a child is in immediate danger, the local law enforcement agency is to be contacted immediately. (Day Care providers are mandated reporters for suspected child abuse and neglect). For more information contact the County/Tribal Day Care Coordinator.

Please fill out the attached checklist and return to the county/tribal certifier: _____

Retain completed form in provider file

Parent Checklist for Certified Family Day Care Providers

The provider and the provider's home and outside play areas meet the following requirements.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The day care provider is required by law to report suspected child abuse to the county/tribal social or human services department, or the police if the child is in immediate danger.
<input type="checkbox"/>	<input type="checkbox"/>	All visitors and members of the provider's household shall be in physical and mental health that will not bring harm to the health and well being of the children in care.
<input type="checkbox"/>	<input type="checkbox"/>	No person is in contact with day care children who has symptoms of illness or of a communicable disease that may be transmitted through normal contact.
<input type="checkbox"/>	<input type="checkbox"/>	Any substitute shall be at least 18 years of age and physically and emotionally able to provide responsible child care.
<input type="checkbox"/>	<input type="checkbox"/>	Each floor used for care has at least one unblocked exit and a working smoke detector.
<input type="checkbox"/>	<input type="checkbox"/>	All areas used for child care have adequate and safe heat, light and ventilation.
<input type="checkbox"/>	<input type="checkbox"/>	The home is free of hazards and the following items are inaccessible to the children: <ol style="list-style-type: none"> 1. Medications, drugs, and alcohol; 2. Cleaning supplies, poisons, and insecticides; 3. Guns, knives, scissors, and sharp objects; 4. Matches, cigarette lighters and flammable liquids; 5. Plastic bags; and 6. Litter and rubbish
<input type="checkbox"/>	<input type="checkbox"/>	Indoor and outdoor areas used for child care have sufficient space for play and for activities which meet the developmental needs of the children in care.
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor play areas are free of hazards and are fenced or the provider has taken special measures to ensure the safety of the children. Pools, hot tubs and large trampolines are inaccessible for day care children and are not used during the hours of child care.
<input type="checkbox"/>	<input type="checkbox"/>	Pets that are kept in the home are tolerant of children and vaccinated against rabies.
<input type="checkbox"/>	<input type="checkbox"/>	Emergency phone numbers are posted by each working telephone. Phone numbers on this list include: 911, poison control center, children's parents, children's physician and emergency caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	For each child in care, the provider has an enrollment form which includes consent for emergency medical care.
<input type="checkbox"/>	<input type="checkbox"/>	The home is clean, uncluttered and free of insects and rodents.
<input type="checkbox"/>	<input type="checkbox"/>	Bathrooms, including toilets, sinks and potty chairs are clean and in good working condition.
<input type="checkbox"/>	<input type="checkbox"/>	If public water supply is not available, the well water is tested and found to be bacteriologically safe and to have safe nitrate and levels by a certified laboratory every two years.
<input type="checkbox"/>	<input type="checkbox"/>	I have observed that children do not share cups, eating utensils, washcloths or towels.
<input type="checkbox"/>	<input type="checkbox"/>	The provider does not smoke in any indoor or outdoor area in which day care children are present.
<input type="checkbox"/>	<input type="checkbox"/>	Areas, equipment and utensils for food preparation, serving and clean-up are clean and sanitary.
<input type="checkbox"/>	<input type="checkbox"/>	The provider is caring for no more than three non-relatives under seven years old. Note: When four or more children not related to the provider under seven years old are cared for at one time, a state license is required.
<input type="checkbox"/>	<input type="checkbox"/>	The provider will care for children in accordance with the group size and age limitations per state requirements. (See attached).

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The provider will not hit, spank, shake or inflict any other form of corporal punishment on the child, or use any discipline which is frightening to the child.
<input type="checkbox"/>	<input type="checkbox"/>	The provider is using positive guidance and redirection for the children and helps each child develop self-control, self-esteem, and respect for the rights of others. The provider is not using time-outs that exceed 5 minutes.
<input type="checkbox"/>	<input type="checkbox"/>	The provider will not verbally abuse or threaten a child or make derogatory remarks about the child or the child's family.
<input type="checkbox"/>	<input type="checkbox"/>	The provider offers children a variety of activities including active and quiet play, and indoor and outdoor activities, including infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	The provider is reading to the children daily.
<input type="checkbox"/>	<input type="checkbox"/>	The provider offers play activities that enhance creativity, language development, use of large and small motor skills, and imagination.
<input type="checkbox"/>	<input type="checkbox"/>	I have seen a variety of age appropriate equipment and toys.
<input type="checkbox"/>	<input type="checkbox"/>	Television viewing will be used only to supplement regular activities and no child will be required to watch television.
<input type="checkbox"/>	<input type="checkbox"/>	The provider responds promptly to a crying infant or toddler's needs and provides physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to, and taking on walks inside and outside the home.
<input type="checkbox"/>	<input type="checkbox"/>	The provider changes the position and location of a non-walking child who is awake.
<input type="checkbox"/>	<input type="checkbox"/>	I have completed "Day Care Intake for Child Under 2 Years" form.
<input type="checkbox"/>	<input type="checkbox"/>	The provider will make sure children have something to eat at least every three hours.
<input type="checkbox"/>	<input type="checkbox"/>	Each child has a clean, safe, quiet area to rest or nap. A safe crib or a playpen is available for children under age one.
<input type="checkbox"/>	<input type="checkbox"/>	Each child is seated and properly restrained in a car seat or seat belt when transported. I have signed written permission to transport my child.
<input type="checkbox"/>	<input type="checkbox"/>	Each child has adult supervision at all times. The children are not left unattended in a motor vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	Parents are allowed to visit and observe the program of care during any hours care is provided.
<input type="checkbox"/>	<input type="checkbox"/>	The provider informs me of any disciplinary action taken or any injury to my child that occurred during day care hours.
<input type="checkbox"/>	<input type="checkbox"/>	The provider keeps a written record of the daily hours of attendance of each child in care.
<input type="checkbox"/>	<input type="checkbox"/>	The provider has written information about the charges for day care which includes how much and when they are paid.
<input type="checkbox"/>	<input type="checkbox"/>	The provider has informed me whether or not the premises are covered by a day care liability insurance policy.

Please complete and return this checklist to the county/tribal certifier.

County/Tribe Name	Name of Provider	Date
Name of Parent		Date

ATTACHMENT TO PARENT CHECKLIST

Maximum Number of Children in Certified Day Care

MAXIMUM NUMBER OF CHILDREN IN CERTIFIED DAY CARE			
Related children Under 7 years of age	Non-related children under 7 years of age	Additional children ages 7 and older	Maximum number of children*
0	3	Additional children ages 7 through age 12 (if special needs up to 19) may be cared for as long as the maximum total number of children is not exceeded	6
1	3		6
2	3		6
3	3		6
4	2		6
5	1		6
6	0		6
*The maximum number does not include the provider's natural, adopted or foster children 7 years of age and older.			
When Children Under Age Of 2 Years Are Present			
Number of children under 2 years of age		Maximum number of children**	
0		6	
1		6	
2		6	
3		5	
4		4	
**The maximum number does not include the provider's natural, adopted or foster children 7 years of age and older			
Note: Under s. 48.65 (1), Wisconsin Statutes, if a provider takes care of 4 or more children under the age of 7 who are not related to the provider, for compensation, the provider must obtain from Department of Health and Family Services a license to operate a day care center.			